

# **Schedule 78**

## **BOARD OF PAROLE**


Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE <b>78</b>
	AGENCY, BOARD OR COMMISSION <b>BOARD OF PAROLE</b>
	DIVISION, BUREAU OR OTHER UNIT <b>Supersedes 78-1, 78-3 Edition of July 16, 1996</b>

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE 	
TITLE Chairman	DATE 1-15-04

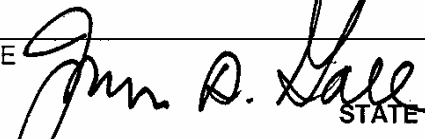
**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE  STATE ARCHIVIST	DATE Jan-26-2004
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**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE  STATE RECORDS ADMINISTRATOR	DATE Jan 28, 2004
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## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 78 - BOARD OF PAROLE**

### **78-1 CORRESPONDENCE, GENERAL**

**See Schedule 124, Communications/Correspondence.**

### **78-2 EXECUTIVE SESSION RECORDINGS AND MINUTES**

Record of Executive Sessions held by the Board of Parole. These are available only through a court order.

**Transfer to the State Archives 1 year after date of meeting; retain permanently.**

### **78-3 OFFENDER BOARD REVIEWS, TAPE RECORDINGS AND TAPE LOG**

Record of documents used for the Offender Board Reviews. Documents may include: Initial Docket for Offender Board Review, final docket, transcriptions if made, tape recording of review proceedings and a tape log index to the recordings, etc. The transcriptions and tape records are available only through a court order.

**Dispose of 4 years after date of review.**

### **78-4 OFFENDER LITIGATION**

Copies of petitions/complaints filed by offenders against the Parole Board; letters requesting representation by the Attorney General's Office; litigation report; disposition of case.

**Dispose of 5 years after final disposition.**

### **78-5 PAROLE BOARD DATABASE**

Tracks Board decisions rendered at Parole Hearings and Offender Board Reviews, records reasons for denials and/or deferral. Provides quarterly Board report to the Director of Corrections.

**ELECTRONIC DATA: Backup daily; retain permanently.**

**SECURITY BACKUP COPY: Dispose of after superseded.**

### **78-6 PAROLE HEARING AND REVIEW OF PAROLE HEARING FOLDERS**

Records pertaining to each hearing. May include: proof of publication, newspaper clippings, press releases, parole hearing list, etc.

**Dispose of 4 years after date of hearing.**

### **78-7 PAROLE TAPE RECORDINGS AND TAPE LOG**

Tape recordings of Parole hearings, transcriptions if made, and a tape log index to the recordings.

**Dispose of 4 years after date of hearing.**

## **TRANSFERRED RECORDS**

78-3 Nebraska Department of Correctional Services (Inmate Files) (Transferred to the Department of Correctional Services, Records Retention Schedule #92)

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size .....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal size .....	12 cubic feet
Records center carton .....	1 cubic foot
About a pickup load .....	50 cubic feet